

Massachusetts Department of Environmental Protection 2012 Compost Site Report

INSTRUCTIONS and DEFINITIONS

This annual report is due by February 15 after each reporting year (e.g., 2012 reports are due February 15, 2013)

You can submit your Compost Site Report online via **eDEP** at: <https://edep.dep.mass.gov/DEPHome.aspx>.

eDEP requires a one-time online registration that should take no more than 10 minutes. If you have registered before, you do not need to do so again. See instructions for filing via eDEP follow the General Form Instructions below. If you have questions about using the eDEP system, please contact Erica Sandler at 617-292-5514.

An electronic copy of the form is posted on the MassDEP web site at <http://www.mass.gov/eea/agencies/massdep/service/approvals/compost-site-report.html>. You can also complete the form as a Microsoft Word document and submit it via email to John Fischer at john.fischer@state.ma.us.

For questions on completing the Compost Site Report, please contact Sumner Martinson at MassDEP by phone at 617-292-5969 or via email at Sumner.Martinson@state.ma.us.

PLEASE NOTE: "Yard Waste Banned from Disposal"

The Solid Waste Management Facility regulations, 310 CMR 19.017(3), ban leaves, grass clippings, weeds, hedge clippings, and brush up to 1 inch in diameter from disposal.

General Form Instructions:

1. Please report material collected in the applicable calendar year period of January 1 through December 31.
2. Please report all quantities in TONS. To calculate a quantity of organic material, estimate the dimensions of the windrow(s) at the time of **deposition** (the volume can reduce by 50% during the first four to eight weeks). For a "haystack" shaped windrow, the volume is approximately equal to the height times half the base width, times the length. **PLEASE BE SURE TO EITHER MEASURE LENGTHS IN YARDS OR CONVERT CUBIC FEET TO CUBIC YARDS BY DIVIDING BY 27.**
3. Use the following factors to convert volume (cubic yards) to weight (tons):

| Leaves | Brush | Grass | Food Waste |
|----------|----------|----------|-------------|
| 5 cy/ton | 4 cy/ton | 3 cy/ton | 1.33 cy/ton |

4. If you collect material for composting but send it to another location to be composted, please complete and submit your report and indicate this status in Section E.1. This will ensure that this tonnage is not omitted.
5. If you are a municipal compost site serving only part of a municipality, please only account for the organic material composted at your particular site, not all of the organic material generated in the municipality.

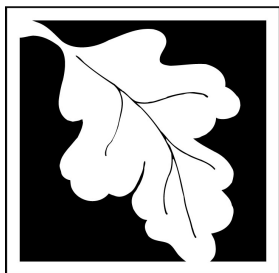


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eDEP Instructions:

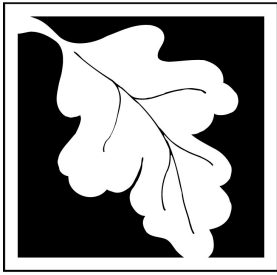
1. Go to <https://edep.dep.mass.gov/DEPHome.aspx> to access eDEP. “What is eDEP and other FAQs?” is included on this page as well as other helpful information. Also, there are links to descriptions and instructions as well as pop-up information provided throughout the eDEP system.
2. **Login** with your Username and Password or click **New User** to go to *User Registration*. If you have previously filed through eDEP, but do not remember your Username or Password, you may create a new account as a new user.
3. If you are a new user you should complete the information as instructed on the *User Registration* page. Login and security information is requested in order for MassDEP to create your account. Username is requested first, then Nickname, followed by Password. Your Nickname will allow you to share your eDEP files with others (while in eDEP, click **Nickname** for more detail). All fields must be completed in order for MassDEP to set up your account. Complete registration by clicking **Create My New Account**.
4. Upon login or creation of new account, you will be directed to the *My eDEP* page. A listing of all current transactions will be listed on this screen. If you are a new user, no transactions will be listed.
5. To access the Compost Site Report form, utilize the “Forms” drop down menu located within the green bar along the top of the *My eDEP* page. Compost Site Report forms can be found under “Business Sectors,” “Waste & Recycling” or “All Forms”
6. Scroll to locate the report. Click **Start Transaction** when you are ready to begin completing form.
7. You will be directed to the *Transaction Overview – Forms* page. Please note the small green triangle on the right of the screen that points to “Forms.” This informs you of where you are in the process. To access the report, click either “Compost Site Report” or **Next**. It will take a few seconds for the report form to load.
8. On the top right of the report form, you will note six blue boxes. These boxes function as follows:
 - **Save** – saves work periodically while completing the form. You should save work regularly.
 - **Save and Exit** – saves work and exits the form. You should use this if you need to step away from the computer and the report is not ready to be submitted. You can return to the report form at next login as all current transactions will appear on *My eDEP* upon login.
 - **Validate** – validates entered data. You should use this when the form is completed and ready for submission. There is also a **Validate** box at the end of the report form that can be clicked when completed. Validate will check the report form for errors, such as required fields left blank and formatting errors, and provides you with the opportunity to complete or correct those fields.



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- **Print** – prints a copy of the report form with information entered by user. When the report form is completed, you should print a copy for your records as data entered into the report form can not be saved to your computer.
 - **Clear** – clears information entered into the report form. If pressed in error, click cancel to exit the report form. The previously saved version can be retrieved from *My eDEP – Transactions* page.
 - **Cancel** – exits the report form. Any changes made to the form since the last save will not be applied.
9. Enter information into the report form – You should click **Save** regularly to save entered information. Most fields are required.
 10. Please note that in Section E.2., the origin of organic material must be completed. You should input the amount collected in the appropriate column, depending on whether material collected is from within Massachusetts or out of state sources. The total column will fill in automatically. The default unit will show as “TONS”; if material entered is in cubic yards, please be sure to change the unit through the drop down menu to “CY”. If you did not collect a particular material, you must enter “0” in the “In-State” column.
 11. Please note that in Section E.3., there are three line items provided to include municipalities served. In the event that your site serves more than three municipalities, check the box in the left margin of the page. Upon validation of the Compost Site Report, you will have access to an “Additional Municipalities” form in which you will be able to list the additional municipalities served.
 12. After all information is entered, click **Validate**. Validate will notify you of missing information or validation errors. You can correct errors by clicking [Click to Correct Errors](#). When all errors are corrected, you should again **Validate** the report form. If you did not check the “Additional Municipalities” box, skip to number 13.
 13. In the event that you checked the “Additional Municipalities” box, upon successful validation of your Compost Site Report, you will be directed to the *Transaction Overview – Forms* page where both the “Compost Site Report” and “Additional Municipalities” form will be listed. You should click on the “Additional Municipalities” form and complete required information. You should **Validate** the Additional Municipalities form when completed.
 14. Upon successful validation and completion of the Compost Site Report form, and the Additional Municipalities form if applicable, you will be directed to *My eDEP – Transaction Overview* page. A green check will show in the first column on the left beneath the column header “errors checked/validated”. A small green triangle on the right side of the screen points to “Forms.” Again, this is informing you of where you are in the process.
 15. When the form is completed, it will need to be signed. Click either [Signature](#) located in upper right of screen or **Next** in lower right of screen to reach signature page. The green triangle will now be pointed at “Signature.” “Section C Certification” checkbox should be checked; the name completed in box should



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match the name completed in “Certification Section C.1.” of report form and the date will fill in automatically as current date. When completed, you should click [I accept](#).

16. Upon completion of the signature page, you will be directed to *My eDEP – Transaction Overview* screen. The green triangle will again be pointed at “Forms” as you are provided with options for the report form: [Print Transaction](#), [Delete Transaction](#) and/or [Share Transaction](#).
17. Now that the signature page is completed, the report form can be submitted. Click [Submit](#) or [Next](#). You will be directed to *Transaction Overview – Review and Submit your Transaction* screen. The green triangle will now be pointed at “Submit.” Please note your email address in the top box. This is the email address to which MassDEP will send the confirmation of receipt of your eDEP filing. You have the option of entering additional email addresses in the second box if interested in having confirmation of receipt emailed to others. When completed, click [Submit](#).
18. Upon successful submission, you will be directed to the *Receipt* page. It is recommended that you click [Print Receipt](#) for a copy of transaction information that includes transaction number, date and time submitted and other pertinent information.
19. To review or print the transaction, you can click either [My eDEP](#) or [Exit](#) to be directed to *My eDEP* page. You should then click [Download](#) to access a copy of the completed report form, then click [Download Copy](#), followed by clicking on the print icon.
20. To review or print past transactions, you must login to eDEP. This will direct you to the *My eDEP* page. All current eDEP transactions will be listed on this page. You should follow the step above to review or print the desired transaction.

Definitions:

Organic material: any material including deciduous and coniferous seasonal deposition (e.g., leaves), grass clippings, weeds, hedge clippings, garden materials, brush, and food waste.

Brush: means discarded material consisting of trees branches of any size and stumps, including but not limited to sawdust, chips, shavings and bark. Brush does not include other wood waste such as new or used lumber or wood from construction and demolition waste, which should not be reported on this form.